

Message Text

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ORIGIN ARA-20

INFO OCT-01 ISO-00 ABF-01 AID-20 USIA-15 DODE-00 PC-04

AGR-20 A-01 OPR-02 RSC-01 /085 R

DRAFTED BY ARA/MGT/FM:GJKRIEGER:HNB

APPROVED BY ARA/MGT/FM GEORGE J. KRIEGER, JR.

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P 162314Z A 74

FM SECSTATE WASHDC

TO AMEMBASSY PORT OF SPAIN PRIORITY

UNCLAS STATE 077431

E.O. 11652: N/A

TAGS: AFSP

SUBJECT: SHARED ADMINISTRATIVE SUPPORT

REF: STATE 042433, 045003, 041455, 022844

FROM ARA/MGT/FM

1. TO ENABLE THE EMBASSY TO PREPARE AND SUBMIT A USEFUL SAS INCREASE/DECREASE STATEMENT, THE BUREAU IS HEREWITH FURNISHING DATA, INFORMATION AND GUIDELINES RELATIVE TO THIS REQUIREMENT.

2. FYI, MOST GOING RATE STATEMENTS, SUBMITTED APPROXIMATELY NINE MONTHS AGO COVERING ESTIMATED FY 1974 SHARED OPERATING EXPENSES, WERE SUBJECTED TO DRASTIC DOWNWARD ADJUSTMENTS IN WASHINGTON. THE ONLY REASON FOR THIS ACTION WAS THE BUREAU'S INABILITY TO CONTRIBUTE ITS SHARE OF THE OVERALL COSTS. THE PRINCIPAL CATEGORIES OF EXPENSE AFFECTED BY THESE ADJUSTMENTS WERE ALL EQUIPMENT AND RELATED FREIGHT AND RATHER ARBITRARY CUTS TO ON GOING ACTIVITIES WHICH WERE CALLED QUOTE GENERAL REDUCTIONS UNQUOTE.

3. SINCE SUBMISSION AND REVIEW OF THE GOING RATE STATEMENT, MOST POSTS HAVE REPORTED SIGNIFICANT REQUIREMENTS FOR WAGE

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AND PRICE INCREASES. IN MANY INSTANCES, THESE COSTS WERE NOT COVERED EITHER BY THE GOING RATE STATEMENT OR SUBSEQUENT INCREASE/DECREASE STATEMENTS.

4. ALSO, THE BUREAU BELIEVES THE WORKLOAD STATISTICS RECENTLY PREPARED IN DRAFT BY POSTS IN CONNECTION WITH THEIR FY 1975 SAS SUBMISSION (SEE STATE 041455) WILL SUGGEST SIGNIFICANT QUOTE CHANGE IN LEVEL OF SERVICE UNQUOTE FROM THE ORIGINAL GOING RATE SUBMISSIONS.

5. THE TERM QUOTE APPROVED BY IARS UNQUOTE IS REFERRED TO IN SEVERAL INSTANCES ELSEWHERE IN THIS MESSAGE. THE BUREAU IS USING THIS TERM TO INDICATE THE AMOUNTS AGREED UPON AT THE SAS INTER-AGENCY REVIEW SESSIONS HELD LAST FALL. IN SOME CASES IT ALSO MEANS THAT PORTION OF RECENT INCREASE/DECREASE STATEMENTS SUBMITTED WHICH THE BUREAU FEELS WILL BE AGREED UPON WHEN PRESENTED TO IARS.

6. THE STATUS OF EMBASSY'S OFFICIAL SAS REQUESTS TO DATE IS AS FOLLOWS:

.....	APPROVED			
.....	REQUESTED	BY IARS	DIFFERENCE	
GOING RATE STATEMENT..	184,969	147,492	-37,477	
INCREASE/DECREASE NO. 1	1,460	- 486	- 1,946	
TOTAL.....	186,429	147,006	-39,423	

7. THE DIFFERENCE COLUMN ABOVE IS MADE UP OF THE FOLLOWING:

A. ALL EQUIPMENT AND RELATED FREIGHT.....	-26,400
B. GENERAL REDUCTIONS TO THE BASE.....	- 8,316
C. ITEM D-7, GOING RATE DELETED.....	- 2,761
D. INCR/DECR NO. 1, A-122 SHOULD BE TOTAL DECREASE DOLS -486, AS IT IS THE ADJUSTED TOTAL OF ITEM D-9 OF GOING RATE SUBMISSION. PLEASE CONFIRM AND ADJUST IF NECESSARY.....	- 1,946
TOTAL.....	-39,423

NOTE: THERE ARE NO SPECIFICS THAT THE BUREAU IS ABLE TO CONVEY REGARDING THE GENERAL REDUCTION. THE EMBASSY IS UNCLASSIFIED

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FREE TO RELATE THIS TO THE REDUCTIONS WHICH MAY HAVE BEEN SPELLED OUT ON ITS DECEMBER SPECIAL FINANCIAL PLAN SUBMISSION, SCHEDULES III, IV AND V.

8. BASED ON IARS'S ACTION AND YOUR CURRENT SHARED ALLOTMENT, THE FOLLOWING COMPARISON INDICATES THE MINIMUM DOLLAR AMOUNT OF THE INCREASE/DECREASE STATEMENT WHICH SHOULD NOW

BE PREPARED AND SUBMITTED AS RAPIDLY AS POSSIBLE:

.....	APPROVED	CURRENT	DIFFER-
.....	BY IARS	ALLOTMENT	ENCE
LOCAL WAGE INCREASES.....	5,694	5,850	156
PRICE INCREASES.....	590	5,095	4,505
ANTI-TERRORISM.....	-	3,915	3,915
PROCEEDS OF SALE.....	-	485	485
EQUIP AND RELATED FREIGHT...	-	-	-
KINDERGARTEN ALLOWANCES.....	-	-	-
EXTRAORDINARY TERMINATION COSTS	-	-	-
ALL OTHER.....	140,722	135,655	-5,067
TOTAL.....	147,006	151,000	3,994

NOTE: MOST OF THE DESCRIPTIVE ITEMS, I.E. LOCAL WAGE INCREASES, PRICE INCREASES, ETC. SHOWN AS CURRENT ALLOTMENT ABOVE CAN BE RECONCILED WITH THE SPECIAL EXPENSE ITEMS REFLECTED ON YOUR LATEST DS-150 ADVICE OF ALLOTMENT. EXTRAORDINARY TERMINATION COSTS REFERRED TO ABOVE RELATE TO SEVERANCE PAY AND TERMINAL LEAVE PAYMENTS INCIDENTAL TO ALL SHARED LOCAL POSITIONS WHICH HAVE BEEN ABOLISHED WITHIN THE PAST SIX MONTHS.

9. ACCORDING TO PARA 8 OF THIS MESSAGE, AN INCREASE/DECREASE STATEMENT IS NOW DUE IN THE AMOUNT OF AT LEAST DOLS 3,944. THE FIGURE WILL PROBABLY BE GREATER BASED ON THE EMBASSY'S EVALUATION OF ITS ANTICIPATED FINAL FY 1974 SHARED ALLOTMENT LEVEL. SEE STATE 041455, PARA 2. IN OTHER WORDS, ADD TO YOUR CURRENT ALLOTMENT, ANTICIPATED WAGE AND PRICE INCREASES FOR THE BALANCE OF THE YEAR, MINIMUM REPLACEMENT EQUIPMENT REQUIREMENTS, UNFUNDED ANTI-TERRORISM MEASURES AND OTHER UNFUNDED MANDATORY REQUIREMENTS.

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10. TO COMPLY WITH PARA 3 OF STATE 042433, IT IS SUGGESTED THAT A SPECIAL SECTION OF THE INCREASE/DECREASE STATEMENT BE DEVOTED TO PRICE INCREASES. LEAD-OFF WITH A ONE LINE ENTRY DEDUCTING ALL PRICE INCREASES CURRENTLY APPROVED BY IARS. SUBDIVIDE REMAINDER OF SECTION BY IMPLEMENTED PRICE INCREASES FROM JULY 1, 1973 TO DATE AND ANTICIPATED PRICE INCREASES FOR THE MONTHS OF MAY AND JUNE. UNDER EACH HEADING, DESCRIBE IN DETAIL EACH PRICE INCREASE GIVING PREVIOUS TOTAL COST FOR ITEM, PERCENT OF INCREASE, EFFECTIVE DATE OF INCREASE AND FY 1974 COST. FY1, PREVIOUS SUBMISSIONS BY POSTS ON THIS SUBJECT, I.E. THE DECEMBER SPECIAL FINANCIAL PLANS, WHICH WERE NOT IN THE AIRGRAM

SAS INCREASE/DECREASE CHANNEL, ARE NOT AVAILABLE TO ALL

THE VARIOUS AGENCIES REPRESENTED ON IARS.

11. LOCAL WAGE SCHEDULE REVISION COSTS INCLUDING BONUSES NOT AUTHORIZED PRIOR TO JULY 1, 1973 SHOULD BE HANDLED IN THE SAME MANNER AS PRICE INCREASES. INCLUDE EFFECTS OF WAGE INCREASE ON OTHER EXPENSE CATEGORIES SUCH AS CIVIL SERVICE RETIREMENT, MISCELLANEOUS BENEFITS, OVERTIME, INCREASED COST FOR PROMOTIONS, PERIODIC STEP INCREASES, ETC. ALSO INDICATE WHETHER OR NOT WAGE INCREASE WAS A RESULT OF A HOST GOVERNMENT DECREE.

12. GENERALLY, ITEMS INCREASING OR DECREASING GROSS SHARED REQUIREMENTS WHICH ARE REFLECTED ON THE INCREASE/DECREASE STATEMENT SHOULD BE DISTRIBUTED TO PARTICIPATING AGENCIES BASED ON THE ORIGINAL GOING RATE PERCENTAGES EXCEPT FOR ANTI-TERRORISM MEASURES AND PROCEEDS OF SALE WHICH ARE TO BE CHARGED 100 PERCENT TO STATE BASIC. OF COURSE, ITEMS WHICH BENEFIT ONE OR MORE AGENCIES IN SUCH A WAY THAT THE STANDARD PERCENTAGES ARE NOT EQUITABLE SHOULD CONTINUE TO BE HANDLED AS SPECIAL EXPENSE ITEMS. IN SUCH CASES, PLEASE FOOTNOTE THE ITEM AND EXPLAIN THE BASIS FOR DISTRIBUTION.

13. A FINAL SECTION OF THE INCREASE/DECREASE STATEMENT SHOULD BE DEVOTED TO CHANGE IN LEVEL OF SERVICE. THIS WILL BE BASED ON A COMPARISON OF FORMS SAS-2, 4, 5 AND 6 SUBMITTED APPROXIMATELY NINE MONTHS AGO WITH THE DRAFT COPIES OF THE SAME NUMBERED FORMS PREPARED RECENTLY IN UNCLASSIFIED

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CONNECTION WITH THE FY 1975 SAS ESTIMATES. SEE STATE 041455, PARA 3. SIGNIFICANT DIFFERENCES BY AGENCY SHOULD BE ANALYZED AND EXPLAINED IN TERMS OF TYPE OF WORKLOAD, I.E. INCREASED OR DECREASED TELEGRAPHIC USAGE, VOUCHERS PROCESSED, SUPPLIES ISSUED, ETC. A SEPARATE STATEMENT FOR EACH AGENCY IS RECOMM

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*** Current Classification *** UNCLASSIFIED

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Draft Date: 16 APR 1974
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Disposition Approved on Date:
Disposition Authority: n/a
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